

Statement of Policy

Greater Saskatoon Catholic Schools is committed to provide a safe positive learning and work environment for our students, staff, parents/guardians and members of our community that may be in our facilities.

Rationale

Working closely with community emergency agencies including Saskatoon Police Services and Saskatoon Fire and Protective Services, we develop our emergency response protocols and follow their directives during emergency situations.

Authority

- The Education Act (1995): Sections 85, 175, 231

Procedures/Guidelines

Regular school days:

1. School administrators are responsible to determine which exterior doors should be locked during the school day for safety reasons. The front entrance of schools shall remain open during school hours unless there is an emergency that requires all doors to be locked.
2. Every fall, school administrators shall communicate with parents/guardians which exterior doors are locked during school hours.

Emergency response:

3. Each school site, as part of the division emergency response plan, will have a pre-planned process for securing all staff, students and visitors within the facility or designated parts of the facility in response to an emergency situation.

Depending on the emergency situation, three different methods of securing a school facility may be used by school administration. These responses may be initiated when an emergency prevents the safe evacuation of a school and facility requiring specific responses to protect students and staff.

- 3.1 **Perimeter Lockdown:** is used when an emergency happens near the school and requires an enhanced level of safety. In this instance the threat or potential threat is outside the school or facility. School exterior doors are locked to ensure no individuals leave or enter the building. School administration must approve individuals to enter and/or exit the front doors.
- 3.2 **School Lockdown:** alerts staff and students that imminent danger is present in the building. It is implemented when the threat is inside or believed to be inside the facility. Staff members follow the specific procedures as trained by

Saskatoon Police Services and the Greater Saskatoon Catholic Schools' internal document.

- 3.3 **Shelter In Place** – ensures that the all occupants of the facility are secure from an external environmental threat, such as a severe storm, pipeline or hazardous material explosion near or on school property.
4. School administration are responsible for educating all site-specific emergency plans with staff prior to school start up in the Fall including procedures for both perimeter and school lockdowns.
 5. Each school year, all schools must conduct two (2) school lockdown drills.
 6. Students, staff and families are to be notified a week in advance of the date the lockdown drill is scheduled.

Documents/Forms

- Greater Saskatoon Catholic Schools Emergency Crisis Management Administrator Manual
- Greater Saskatoon Catholic Schools Emergency Crisis Management Staff Manual

References

- Working Together for Safe Schools

Date Approved

September 2019